



# Elmhurst University

School of Health Sciences

## Student Academic Policy and Procedures, and Administrative Policy and Procedures



# **Student Academic Policies and Procedures**

## Policy 2.1 – Ability Based Competency

Reviewed 8/22

### **Purpose**

A summative evaluation of the students' academic performance in preparation for level II fieldwork is necessary to ensure the student is safe and knowledgeable in the application of occupational therapy skills.

### **Policy Statement**

A summative evaluation of the students' ability-based competency is necessary to ensure the student is safe and knowledgeable in the application of occupational therapy skills. These summative evaluations are part of the MOT 568, Synthesis I, Ability Based Competency.

### **Procedure**

1. The student is given written guidelines describing skills associated with knowledge and skill domains outlined for safe and appropriate practice.
2. Students must successfully complete the written and practical examinations to receive a passing grade and progress to level II fieldwork.
3. Summative assessment attained below the established minimal criteria will result in remediation and re-testing to proceed to level II fieldwork.
4. Student must demonstrate successful completion of the ability based written and practical competency assessments to progress to level II fieldwork.
5. Procedures outlined in the academic progression and performance policy apply.

## Elmhurst University Master of Occupational Therapy Program

### Policy 2.2 – Academic Advisement

Reviewed 8/22

#### **Purpose**

To ensure that the master of occupational therapy student has an available point of contact within the program for academic guidance, information and general assistance related to the student's academic experience in the Master of Occupational Therapy program.

#### **Policy Statement**

The Master of Occupational Therapy program will appoint an academic advisor to each student in the program. The student's academic advisor will hold an academic appointment within the program. The advisor and student advisee will meet at the beginning of the program and at least once a term to review student progress, proposed course of study and any other relevant issue associated with students' academic experience.

#### **Procedure**

##### **Student Responsibilities:**

1. Students are expected to make an appointment with their advisor at least one time during the semester.
2. Students should plan to see their advisor during posted office hours or by appointment.
3. Students are encouraged, if experiencing academic difficulties, to initiate meetings with their advisor at any time to discuss academic progress.
4. Students are responsible for keeping their advisor apprised of any information relevant to their academic progress in the program.

##### **Contact with Academic Advisors:**

1. All academic advisors have designated office hours each term.
2. All academic advisors have e-mail and voicemail to facilitate communication with the student advisees.

## Policy 2.3 – Academic Honesty and Integrity

Reviewed 8/22

### Purpose

To assure the promotion and maintenance of high standards of behavior in accordance with the Elmhurst University Code of Academic Integrity and the American Occupational Therapy Association's Code of Ethics.

### Policy Statement

Elmhurst University Code of Academic Integrity is designed to ensure a fair academic environment where students are evaluated on the scholarly merits of their work, an academic environment where personal integrity is fostered and an understanding of standard academic practices when formulating ideas, conducting research and documenting resources.

### Procedure

1. The community standards for academic integrity prohibit the following dishonest academic behaviors:
  - a. **Cheating:** Intentionally obtaining or attempting to use unauthorized materials or information (notes, texts, or study aids) or unauthorized help from another person (looking at a test paper, asking a question during an exam) in any work submitted for evaluation toward academic credit including examinations, quizzes, laboratory exercises or other assignments.
  - b. **Fabrication:** Intentional and unauthorized falsification, invention or copying of data, practicum experience, research/laboratory findings, or bibliographic references/citations in any academic coursework.
  - c. **Collusion:** The facilitation of academic dishonesty by intentionally or knowingly providing or attempting to provide any form of unauthorized help to students in violation of this code.
  - d. **Plagiarism:** Representing someone else's work from any source, including the internet, as your own or providing materials for such a representation. To avoid plagiarism, students must acknowledge the source whenever:
    - i. Quoting another person's actual words.
    - ii. Using another person's idea, opinion, or theory.
    - iii. Using others' facts, statistics, or other illustrative material- unless the information is common knowledge. It is the responsibility of the individual faculty members and/or academic departments/programs to determine their specific expectations of academic integrity in their classrooms.
2. It is the responsibility of the students to consult their faculty members for clarification on any of the above standards. The institutional community standards serve as definitional guidelines;

however, individual faculty members and/or academic departments may provide their own definitions of dishonest behavior in recognition of the full range of teaching styles on campus.

3. Students in the Master of Occupational Therapy program will adhere to the Occupational Therapy Code of Ethics (AOTA, 2020).

## Policy 2.4 – Academic Progression, Probation and Dismissal

Reviewed 8/22

### **Purpose**

A student must successfully complete all courses listed in the Plan of Study for the program and be informed of the progression, probation, dismissal, retention, graduation requirements of the program, and certification, and credentialing requirements of the profession upon completion of the program.

### **Policy Statement**

Course progression is sequential and set by the program sequence to ensure student progression and retention in the program; graduation from the program, and knowledge of certification and credentialing requirements of the profession.

### **Procedure**

1. A student may continue in the program by maintaining a cumulative GPA of 3.0.
2. A student may only drop below a semester GPA of 3.0 one time while enrolled in the program.
3. A grade of “C” in any course listed in the Study Plan requires that the student notify and schedule a meeting with his or her academic advisor prior to the start of the next scheduled term.
4. Graduate students at Elmhurst University must receive a grade of “C” or above to pass a course. In addition, it is anticipated that students in the Master of Occupational Therapy program will learn the knowledge and skills required to receive grades “A” or “B” in most or all their courses. Students who receive a grade of “C+”, “C” or “C-“ the first time will be asked to meet with their advisor and program director to develop an individualized plan for remediation/review of course in which the “C+”, “C”, “C-“ was received. Students who receive a grade of “C+”, “C” or “C-“ in more than two of their courses will need to re-take courses to complete the program.
5. A final grade of “D” or “F” in required course while enrolled in the MOT program will result in a student having to re-take the course at the next schedule interval in which the course is offered. This action may result in the student needing to withdrawal or taking leave of absence from the program until the course is scheduled. Repeat of a course follows the MOT program for a course repeat.

### **Policy for Probation and Repeating Courses**

Courses taken within the Master of Occupational Therapy Program with grades of “D+”, “D”, “F”, Pass (P) or No-pass (NP) may be repeated only ONCE. Courses taken as P/NP credit must score a grade of “C” or higher for a P grade. While taking these repeated courses the student is on probation and failure to meet the grades during the probationary period will constitute as failing, as described below:

1. A failing grade of “D+”, “D”, “F”, NP after a second attempt to successfully complete the course will result in dismissal from the program.
2. A student may appeal a final grade according to Elmhurst University Student Handbook, Student Policy, page 11.
3. A student may appeal a decision for dismissal according to Elmhurst University Policy Student Handbook, Student Policy, page 11.

### **Requirements for Graduation**

Students in good standing in the Master of Occupational Therapy program at the time of graduation must:

1. Successfully complete all didactic course requirements for the Master of Occupational Therapy degree.
2. Have minimum cumulative GPA of 3.0 (students who receive a grade of “C+”, “C”, “C-“ in more than two courses will need to re-take courses to complete the program).
3. Have successful completion of 24 weeks of supervised Level II Fieldwork within 24 months of successfully completing all didactic coursework.
4. Have successfully completed all program requirements within four years of matriculation.

### **NBCOT Certification**

Upon program accreditation and successful curriculum completion the graduates of the program will be eligible to sit for the NBCOT examination to become a practicing occupational therapist. The examination is administered by the National Board Certification in Occupational Therapy (NBCOT), located at the One Bank Street, Suite 300, Gaithersburg MD, 20878. NBCOT’s phone number is (301)990-7979, web address is [www.nbcot.org](http://www.nbcot.org).

### **NBCOT Eligibility**

A felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure. For students with a concern in this area, NBCOT can be contacted directly for information related to the Early Determination and Character Review process for approval to take the NBCOT certification examination.

## Elmhurst University Master of Occupational Therapy Program

### Policy 2.5 – Program Admissions

Reviewed 8/22

#### **Purpose**

A competitive admission process allows for the admission of students who meet the requirements for successful completion of the program and entry into the profession.

#### **Policy Statement**

Admission to the Master of Occupational Therapy program is competitive. A limited number of applicants will be accepted into the MOT program each year. Applicants must complete all steps in the application process to be considered for admission.

#### **Procedure**

Applicants must apply through the Occupational Therapy Centralized Admission System (OTCAS) by the designated deadline each year.

1. The Master of Occupational Therapy program at Elmhurst University does not accept transfer credits, experiential learning credit, or advance placement toward fulfillment of graduate level coursework required to complete the Master of Occupational Therapy degree at Elmhurst University.
2. Applications received after the published deadline will not be considered.
3. After the designated deadline, applications will be reviewed.
4. A member of Elmhurst University Graduate Admission Processing team will inform applicants of their status.
5. Once candidates' application status is verified by OTCAS, the admissions processing team will rank order applications that meet minimum criteria for cumulative GPA, Letters of Reference, Observations Hours, and GRE scores.
6. Applicants that rank in the top percentage of the applicant pool based on the 4 criteria listed above, will be invited via email for an interview with MOT faculty.
7. After the interviews have been conducted, the scores for the interview will be added to the list of criteria, and the Admissions Committee will review the pool of interviewed applicants.
8. The Admission Committee will render decisions (admit, deny, and waitlist). At the beginning of each admission cycle, students will be notified of their application status as follows: Full Acceptance; Conditional Acceptance (conditional on completing specific criteria successfully); Waitlisted (limited numbers of applicants will be waitlisted only); Denied due to failure to meet criteria for admission; Denied due to capacity (waitlist is at capacity).
9. Applicants will be informed of an admission decision by a member of the Elmhurst University Graduate Admission Processing team.

10. The maximum number an application may be considered is two times. Any applicant not admitted after two admission cycles will be considered ineligible for admission.
11. Candidates who are offered admission to the MOT program will be prompted to respond to the admission offer to the Elmhurst University Graduate Admissions Office in the time allotted.
12. Candidates who accept an admission offer must submit a Confirmation of Intention to Enroll for and make a \$500 non-refundable tuition deposit as directed in order to secure their place in the program. Any outstanding admission requirements such as updated official transcripts must be submitted directly to the Elmhurst University Graduate Admissions Office.
13. Confirmation of acceptance and tuition deposit funds must be received by the Graduate Admissions Office within 5 business days of request for placement hold to be confirmed by the admissions processing team.
14. Candidates placed on the waitlist will be offered admission in the ranked order based upon admission requirements.
15. The waitlist for the Master of Occupational Therapy program does not carry over to subsequent years.
16. A student may receive conditional admission to the Master of Occupational Therapy program with the assurance of being eligible for regular admission to the graduate program upon completion of outstanding prerequisite coursework. All prerequisite requirements must be met prior to the start of the program. The student will receive a condition letter of acceptance from the Admissions Processing team and must be signed and returned with the tuition deposit.

## Elmhurst University Master of Occupational Therapy Program

### Policy 2.6 – Class Cancellation

Reviewed 8/22

#### **Purpose**

To ensure students with accurate and timely information regarding emergency notifications.

#### **Policy Statement**

To ensure that students have access to emergency notification system.

#### **Procedure**

1. Students should sign up for the EC Alert system emergency notification system  
<https://www.elmhurst.edu/student-life/campus-safety-security/emergency-management/>
2. Students are provided information on how to sign up for the emergency notification system at the student orientation to the program.
3. Students can call the campus emergency phone number (630- 617- 3000) to find out if the University has been closed due to inclement weather.

## Policy 2.7 – Absences/Attendance Policy

Reviewed 8/22

### **Purpose**

Absence from class can only detract from your learning; however, profession and personal circumstances arise that necessitate absence from class.

### **Policy Statement**

Students are expected to attend and be punctual to all classes.

### **Procedure**

1. Students are required to attend all classes and complete all assignments according to the course schedule. If personal reasons arise which necessitate absence from class, the student is responsible for contacting the course instructor before the beginning of the class session. Faculty shall grant permission to make up class work if the absence is due to illness or emergency, order from the US military, participation in a college-sponsored activity, or death in the family. Documentation must be submitted for excused absences.
2. Failure to attend minimum of 80% of all classes will potentially result in a failing grade for the course. Any deviations from this policy will be at the discretion of the instructor and/or program director.
3. Any student accumulating a total of three unexcused absences will fail the course. Additionally, two 'tardies' will constitute an absence.
4. Students are to prepare and notify the professor of suggestions for completing work missed in class at the time the student notifies the professor of his/her possible absence.
5. If a student is absent the day of an exam or quiz that student will be allowed to make up the exam or quiz ONLY when the reason for their absence is considered 'excused' according to Elmhurst University Handbook Student policy pages 9-10.

## Elmhurst University Master of Occupational Therapy Program

### Policy 2.8 – Dismissal from the Program

Reviewed 8/22

#### **Purpose**

Ensure an understanding of the conditions contributing to termination of the completion of a course study.

#### **Policy Statement**

Conditions contributing to the determination to terminate a student's enrollment in the program:

1. Failure to meet program GPA requirement.
2. Inadequate achievement or maintenance of professional performance, and/or performance deemed inconsistent with ethical standards of behavior for a member of a health profession.
3. Unsatisfactory progress toward completion of degree requirements.
4. Failure to meet standard Policy 2.4, located on page 27 of MOT policy and procedures.

#### **Procedure**

1. The student will meet with the program director to discuss student termination and procedures.
2. Students have the option to appeal a dismissal decision in accordance with Elmhurst University Student Handbook 2022-2023 University Handbook Appeal Policy (page 11).
3. Applying for readmission does not guarantee readmission to the University.

## Policy 2.9 – Complaints Against Graduate Education Programs

Reviewed 8/22

### **Purpose**

Procedures for Complaints Against Graduate Education Programs.

### **Policy Statement**

A complaint about any accredited program or program in candidacy status may be submitted by any student, instructional staff member, occupational therapist, and/or member of the public.

Criteria for complaints:

1. Be against an accredited graduate education program or program in candidacy status in occupational therapy.
2. Relate to the Standards for Accreditation of Entry-Level Graduate Program in Occupational Therapy.
3. Clearly describe the specific nature of the conduct being complained about. Which must have occurred at least in part within 5 years of the date the complaint is filed, the relationship of the complaint to the accreditation standards, and provide supporting data for the charge.

### **Procedure**

Complaints must meet the following submission requirements:

1. Include verification, if the complaint is from a student or faculty/instructional staff member, that the complainant exhausted the pertinent institutional grievance and review mechanisms.
2. Include the complainant's name, address and telephone contact information and the complainant's relationship to the program to verify the source of the information.
3. Be signed and submitted in writing via U.S. mail, overnight courier, or hand delivery (documentation of a complaint will not be accepted by email or facsimile) to the:

#### **Office of Academic Affairs**

Goebel Hall, Room 104

190 Prospect Avenue

Elmhurst, Illinois 60126-3296

(630) 617- 3051

The complainant's burden of proof is a preponderance, or greater weight, of the evidence.

Complaints against a program may be submitted even if the separate action is pending against the program by another body except as outlined above.

## Elmhurst University Master of Occupational Therapy Program

### Policy 2.10 – Human Subject Research

Reviewed 8/22

#### **Purpose**

Elmhurst University desires to comply with federal regulations regarding the protection of human subjects used in research projects conducted at the University.

#### **Policy Statement**

To ensure that researchers comply with specific procedures and policies for evaluating research conducted at the University.

#### **Procedure**

Please go to the Institutional Review Board site

(<https://www.elmhurst.edu/academics/research/institutional-review-board/>) for more information and procedures.

## Policy 2.11 – Incomplete Grades Option

Reviewed 8/22

### **Purpose**

An incomplete grade is given by the course instructor to offer a student who has experienced extenuating circumstances beyond the student's control and/or for valid academic reasons was unable to complete course work within the regular term, an opportunity to complete course assignments.

### **Policy Statement**

A grade of Incomplete (I) may be given to the student who demonstrates to the course instructor that extraordinary circumstances prevent the completion of the course assignments within the regular term.

### **Procedure**

1. Students who wish to be considered for an Incomplete grade (I) must obtain the consent of the instructor.
2. The approval for an Incomplete grade (I) must be in writing and signed by the student and the instructor of the course.
3. Appropriate forms are available through the Office of Registration and Records.
4. The Incomplete grade (I) must be submitted when final grades are due for the term on a Request for Incomplete Grade Form at <https://www.elmhurst.edu/academics/registration-records/forms/>
5. The Incomplete grade (I) becomes a failing grade (F) or unsatisfactory (U) if the work is not completed within three weeks of the final meeting of the course for the academic term.
6. Requests for an extension of time to resolve an Incomplete grade (I) must be approved in writing by the instructor and the program director and submitted to the Office of Registration and Records.
7. Incomplete grades (I) may be held for a maximum of one year.

## Elmhurst University Master of Occupational Therapy Program

### Policy 2.12 – Leave of Absence

Reviewed 8/22

#### **Purpose**

A Leave of Absence may be granted to a student in good academic standing who has demonstrated that extraordinary circumstances prevent continued enrollment and full participation in the academic program.

#### **Policy Statement**

Students who require time off from his/her academic program for personal or medical reasons, but who intend to return to the College, may request a Leave of Absence.

#### **Procedure**

1. A student may request a Leave of Absence by completing an application for a Leave of Absence which is available online through the Office of Student Affairs Policies and Procedures for Students: <https://www.elmhurst.edu/wp-content/uploads/2020/08/elmhurst-university-voluntary-leave-of-absence-application-2020-2021.pdf>
2. If a Leave of Absence is approved by the Vice President of Student Affairs, program specific re-entry requirements established in consultation with program director must be satisfied.
3. A Leave of Absence is granted for a maximum period of one year.
4. Application for readmission to the program of study is not required, although the student must meet with the academic advisor to determine the appropriate time to register for classes.
5. A student on a Leave of Absence may follow early registration procedures.
6. The student who is granted a Leave of Absence will receive a written document that specifies the terms or conditions of the leave.

## Policy 2.13 – Safety

Reviewed 8/22

### **Purpose**

Laboratory access is limited to ensuring the safety of students and protection of equipment and supplies. Laboratory space being used outside of scheduled class time requires notification of the appropriate faculty or designee in an effort to make arrangements to ensure that appropriate personnel are available to monitor the restricted area and properly secure upon exit.

### **Policy Statement**

Restricted access to laboratory space and equipment outside of the regularly scheduled class hours is restricted by permission only to ensure the safety of students and protection of equipment and supplies.

### **Procedure**

1. For access outside of the regularly scheduled class hours, a student must receive prior approval from instructor, and complete a request for after-hours access.
2. The student will have access to the specific area only after appropriate personnel are made available to oversee the visit, as deemed appropriate for the situation, and the student has surrendered a valid student photo ID that is held for the duration of use of the restricted area.
3. The student is then issued a pass that must be exhibited at all times.
4. Laboratory space and equipment must be maintained after use. The restricted space should remain clean, neat and ready for the classes as regularly scheduled.

In the event of an emergency while the student has access to a restricted laboratory space, Campus Security should be contacted at the Main Number: (630) 617-3000

Campus Security Department has an evacuation plan in place if such an event does occur. Staff members of Campus Security and other departments are trained and will respond accordingly in the event of an emergency.

Additional information for specific emergency situations can be found through the security website: <https://www.elmhurst.edu/student-life/campus-safety-security/>

## Elmhurst University Master of Occupational Therapy Program

### Policy 2.14 – Student Complaints and Grievances

Reviewed 8/22

#### **Purpose**

To ensure that each student has a fair hearing to all complaints and that complaints are addressed in a timely, efficient manner.

#### **Policy Statement**

Student complaints are submitted and resolved to program procedures.

#### **Procedure**

1. A student with a complaint should communicate either verbal or written report of the complaint to the appropriate individual.
2. Complaints regarding the occupational therapy program are submitted to his/her instructor or academic advisor.
3. Complaints of this nature include the student's understanding that a policy, procedure, or practice has been violated, which has an adverse effect of the student.
4. Complaints regarding a grade in a course are submitted in writing to the instructor of the course.
5. Complaints are documented by the receiver, and a written response is returned to the student within five business days.
6. A copy of the written response is forwarded to the program director and maintained in a secured department file.
7. A student is dissatisfied with the initial response may submit the complaint in writing to the program director.
8. The complaint is documented by the program director.
9. The initial response is reviewed.
10. A written response from the program director is forwarded to the student within five business days.
11. If the student remains dissatisfied with the response, he/she may submit a formal grievance to the College, see Elmhurst University Student Handbook 2022-2023 University Appeal Policy.

## Elmhurst University Master of Occupational Therapy Program

### Policy 2.15 – Student Disability

Reviewed 8/22

#### **Purpose**

To ensure that all students have the opportunity to reach their full learning potential, Elmhurst University provides program accessibility and reasonable accommodations for person defined as disabled in the Americans with Disabilities Act of 1990 (<https://www.ada.gov/pubs/ada.htm>) and the ADA Amendments Act of 2008 (<https://www.eeoc.gov/laws/statutes/adaaa.cfm>).

#### **Policy Statement**

The Master of Occupational Therapy program at Elmhurst University will provide accessible and reasonable accommodations for qualified students with a disability to maximize the student's potential in the academic environment.

#### **Procedure**

Students must provide documentation to the Access and Disability Services Coordinator in the Learning Center. Follow these steps:

1. Review the Documentations of Disabilities packet. Contact Linda Harrell at (630) 617 -6448 or email [linda.harrell@elmhurst.edu](mailto:linda.harrell@elmhurst.edu) to get a Documentation of Disabilities packet and discuss documentation you need.
2. Complete the appropriate testing with a qualified professional. Disability documentation must verify the nature and extent of the disability in accordance with current professional standards. It must also be current & substantiate the need for all the student's requested accommodations: <https://www.elmhurst.edu/student-life/support-services/access-disability-services/accommodations-services/>
3. Submit your documentation to the Disability Services Coordinator. This documentation will be reviewed to determine eligibility under the ADA. Upon completion of the review, you will be notified by the Disability Services Coordinator to schedule a one-on-one interview appointment.
4. Appointments can be made by calling (630) 617-6448 or by selecting an appointment time on the weekly schedule in the Learning Center, A. C. Buehler Library.
5. If you are eligible, you will also need to complete the Request for Accommodations form. This form is completed via an interactive process with Access and Disability Services. Your class schedule/syllabi will be needed for this step. IMPORTANT: This form must be completed each term and filed with the Disability Services Coordinator before accommodations will be provided.
6. Letters are sent to each professor notifying of your accommodations. You, however, are responsible for activating the accommodations. What this means is that you must discuss your personal accommodations with each professor and alert him or her that you plan to use them in that specific class.

## Policy 2.16 – Student Evaluation of Performance

Reviewed 8/22

### **Purpose**

To ensure the measurement of students' performance and acquisition of knowledge, skills and attitudes required of safe and proficient practices attained through the instructional process.

### **Policy Statement**

Students will participate in regularly scheduled evaluations of performance to ensure the acquisition of knowledge, skills and attitudes consistent with the development of competency as a generalist in entry level practice in occupational therapy.

### **Procedure**

1. Evaluation measures must be clearly documented in the course syllabus.
2. Assessments used to evaluate will vary and include but not be limited to, essay, multiple choice, oral, demonstration, case study, activity, discussion, field experience, virtual, individual and/or group process.
3. Request for reasonable accommodations must be made through the Access and Disabilities Office at <https://www.elmhurst.edu/student-life/support-services/access-disability-services/how-to-apply-for-accommodations/>
4. Permission to change the date/time of an examination must be initiated by the student with reason to the instructor. Any adjusted date/time of the examination retake or make up examination will be determined by the instructor.
5. The following criteria apply to missed examinations, including all forms of student evaluation of performance:
  - a. The instructor will determine if a missed exam will be re-administered.
  - b. The makeup exam will be scheduled by the instructor.

## Elmhurst University Master of Occupational Therapy Program

### Policy 2.17 – Withdrawal

Reviewed 8/22

#### **Purpose**

To ensure the successful completion of all program requirements in sequence, as courses in each term are prerequisites for subsequent terms.

#### **Policy Statement**

Withdrawal from a graduate course within the Master of Occupational Therapy program requires a withdrawal and/or Leave of Absence from the program and the University. A student may withdraw from a course only once.

#### **Procedure**

1. The student must consult with their faculty advisor before withdrawing from a course.
2. A withdrawal from a graduate course within the Master of Occupational Therapy program requires that the student follow the procedures for requesting a Leave of Absence from the University, if the student is intending to return to the program.
3. Withdrawing from a course without requesting a Leave of Absence will result in withdrawal from the program and require the student to reapply through OTCAS at the next scheduled application cycle for admission to the program.
4. Withdrawal from a course resulting in a Leave of Absence will result in revision of the student's plan of study.
5. The revised plan of study will reflect the next scheduled opportunity to take the course.
6. The revised study plan will maintain the sequence of the curriculum and reflect any adjustment in length of time to complete.
7. Information specific to refunds of tuition and fees is available at the Financial Aid website:  
<https://www.elmhurst.edu/admission/financial-aid/policies-faqs/refund-policy/>

## Policy 2.18 – Injury and Infection Control

Reviewed 8/22

### **Purpose**

Competency checks will be conducted on procedures that have potential to create harm for clients. Practical examinations within the relevant courses, require demonstration of adhering to safety precautions during patient handling and interventions.

### **Policy Statement**

Students are expected to follow infection control and safety procedures to ensure their personal safety and the safety of their clients. Safety also includes following universal precautions, infection control, and HIPPA regulations for field experiences resulting in contact with clients.

*Grounds for dismissal:* Failure to demonstrate safety protocols during competency and practical examinations, client experiences (classroom or community), or on fieldwork experiences. This includes preventable injury to classmates or clients.

### **Procedure**

#### **Classroom:**

1. A first aid kit is located in the occupational therapy laboratory rooms marked with a Red-cross symbol. The kit is to be used for immediate response to minor injuries, such as cuts or minor burns.
2. After using any of the supplies from the first aid kit, it is the responsibility of the user to document the date of incident and note any supplies taken from the supply kit on the chart located in the safety drawer, and to inform the program administrative assistant to ensure re-supply of the kit.
3. Minor injuries that require first aid should always be reported to the instructor.

### Handwashing:

1. Hands should be washed:
2. Immediately after unprotected contact with blood or other bodily fluids
3. Immediately after unprotected contact with a contaminated item or surface
4. Before and after contact with another person
5. After touching your eyes, nose, mouth, or face
6. After coughing, sneezing, or tissues use
7. After toileting. Gloves are available in each laboratory classroom
8. The correct procedure for hand washing is as follows:
9. Turn on water and wet hands
10. Use liquid soap and rub hands together for at least 20 seconds
11. Rinse hands thoroughly under running water
12. Dry hands thoroughly with a dry paper towel
13. Turn off water with a used paper towel 6) Discard paper towel in the wastebasket.

### Biohazardous Exposure:

1. Personal protective gear (gloves, gowns, eye wear, face masks and caps) stored in occupational therapy laboratory spaces within a cabinet identified with a highly visible label. In the event of an emergency where exposure to bodily fluid or other biohazards is possible, the protective gear must be donned prior to intervening or cleaning the area. NEVER touch bodily fluid or biohazard material without protective gear.
2. The students complete training modules within the first month of the MOT program, covering the topics of OSHA, HIPPA, and Bloodborne Pathogens. This is completed prior to the initial visit with the community partner in Fieldwork IA.
3. Material Safety Data Sheets: All chemicals, such as paints, stains, dyes, adhesives, glues, solvents, finishes, and sprays, have MSDS (Material Safety Data Sheets) sheets stored in the white MSDS Binder in the Cureton OT lab. In case of exposure to any chemical, refer to the MSDS Sheet for guidance. Any faculty, staff member or student who purchases any chemical to be used in any location within the Occupational Therapy Department, is responsible for procuring the MSDS sheet for that chemical and filing it within the MSDS Binder. This includes all cleaning supplies, paints, stains, dyes, finishes, splinting adhesives, splinting solvents, correction fluid, etc. All MSDS sheets are updated on an annual basis.

### Infectious Control:

1. Students are advised that the best defense against any virus or bacteria is proper hand washing. As required in any health care setting, students should wash their hands before and

after they provide any treatment or intervention in a lab situation. Antibacterial hand sanitizers are available in each of the occupational therapy laboratory classroom spaces.

2. The Center for Disease Control has issued the following recommendations for control of Influenza ([www.cdc.gov/flu](http://www.cdc.gov/flu)). Those with flu-like illness should stay away from classes and limit interactions with other people (called “self-isolation”), except to seek medical care, for at least 24 hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. Some people with influenza will not have a fever; therefore, absence of fever does not mean absence of infection. They should stay away from others during this time period even if they are taking antiviral drugs for treatment of the flu.

#### Emergency Situations:

1. In case of emergency campus security should be contacted:

##### [24 Hour Emergencies/Non-Emergencies](#)

Lehmann Hall-Lower Level

190 S. Prospect Ave

Elmhurst, IL 60126

Phone: 630-617-3000 Fax: 630-617-3797

[www.elmhurst.edu/security](http://www.elmhurst.edu/security)

2. Students are encouraged to keep cellular telephones on vibration mode during class. This allows for notification of campus-wide emergency.
3. Evacuation routes out of the building and emergency telephone numbers are available at: <http://www.elmhurst.edu/security>

# **Administration Policies and Procedures**

## Elmhurst University Master of Occupational Therapy Program

### Policy 3.1 – Program Implementation

Reviewed 8/22

#### **Purpose**

Ensure the responsibility of the institution to implement academic and fieldwork education within the Master of Occupational Therapy Program.

#### **Policy Statement**

Elmhurst University Master of Occupational Therapy Program assumes the primary responsibility for the following in accordance with institutional policies:

1. Appointment of faculty (faculty manual pg. 57).
2. Admission of students (Policy 2.5, Program Admissions).

#### **Procedure**

1. Curriculum planning, course content, and satisfactory completion of the education program (Elmhurst University Faculty Manual pg. 12-34).
2. Coordinating of classroom teaching and supervised fieldwork practices that are appropriate to the program (Fieldwork Policy, Memorandum of understanding and Fieldwork Policy, Description and Purpose).
3. Granting of the degree.

## Policy 3.2 – Accreditation Responsibilities

Reviewed 8/22

### **Purpose**

To ensure compliance with discipline specific accreditation requirement of the occupational therapy program.

### **Policy Statement**

Ensure effective communication with the Accreditation Council for Occupational Therapy Education (ACOTE) in the compliance of ACOTE standards.

### **Procedure**

The program director, or designee will:

1. Inform ACOTE of the transfer of program sponsorship or change of the institution's name within 30 days of the transfer or change.
2. Inform ACOTE within 30 days of the date of notification of any adverse accreditation action taken to change the sponsoring institution's accreditation status to probation or withdrawal of accreditation.
3. Notify and receive ACOTE approval for any significant program changes prior to the admission of students into the new/changed program.
4. Inform ACOTE within 30 days of the resignation of the program director or appointment of a new or interim program director.
5. Pay accreditation fees within 90 days of the invoice date.
6. Submit a Report of Self-Study and other required reports (e.g.: Interim Report, Plan of Correction, Progress Report) within the period of time designated by ACOTE. All reports must be complete and contain all requested information.
7. Agree to a site visit date before the end of the period for which accreditation was previously awarded.
8. Demonstrate honesty and integrity in all interactions with ACOTE.

## Elmhurst University Master of Occupational Therapy Program

### Policy 3.3 – Program Records

Reviewed 8/22

#### **Purpose**

Ensure that student records are properly managed and maintained in accordance with University Policy.

#### **Policy Statement**

To ensure that records regarding student admission, enrollment, fieldwork, and achievement are maintained and kept in a secure setting by the appropriate University administrative officials. Further explanation can be found in the Elmhurst University Student Handbook.

#### **Procedure**

1. Faculty and students abide by the Elmhurst University Privacy of Records statement within the Elmhurst University Student Handbook (page 41).
2. Records regarding student admission, enrollment achievement are securely maintained and kept by the Office of Registration and Records in accordance with policies and procedures of the Office of Registration and Records.
3. Grades and credits for courses are recorded on students' transcripts and maintained by the Office of Registration and Records Elmhurst University Student Handbook (page 42).
4. Master of Occupational Therapy Program (MOT) records are secured in the MOT space and locked at all times.
5. Academic Fieldwork Coordinator records and documentation are maintained within a secure electronic file with a two-factor authentication application. Grades and credits for fieldwork achievement are recorded on student transcripts and maintained by the office Of Registration and Records.